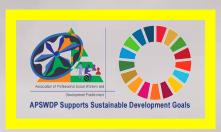
CERTIFICATE IN NGO ADMINISTRATION AND MANAGEMENT (CNAM)





Virtual Center of Excellence for Social Welfare Administration (CoE-SWA)

Under the aegis of

Association of Professional Social Workers and Development Practitioners (APSWDP)

In Special Consultative Status with Economic and Social Council (ECOSOC) and associated with Department of Global Communication (DGC) of the United Nations since 2019.

Affiliate Member International Association of Schools of Social Work (IASSW) and registered with NITI Aayog (Former Planning Commission of India).

ABOUT Association of Professional Social Workers & Development Practitioners (APSWDP)

Association of Professional Social Workers & Development Practitioners (APSWDP) is a registered not for profit professional membership-based organization of professional social workers and development practitioners working in various social welfare domain across the country. APSWDP has been conferred Special Consultative Status with Economic and Social Council (ECOSOC) and affiliation with the Department of Global Communication (DGC) of United Nations since 2019. Social issues like poverty, livelihood, health, environment, education, water & sanitation, unemployment, disease control program, urbanization, youth issues of de-addiction, and others have covered the whole gamut of government, development agencies, and academic institutions.



Since the influx of specialization and expertise has increased over the current decade in the country among implementation agencies, then the requirement of trained social work professionals and practitioners is indeed a factual requirement. The association focuses on creating a countrywide and global network of dedicated social work professionals and development practitioners from remote geographical rural areas, to discuss, debate, and develop a key framework on evidence & practice-based interventions, methods.

The focus will be to enable social workers and development practitioners all around the globe to share their ideas and work on various development issues. APSWDP also offers a platform to youth leaders, scholars/researchers with striving passion to participate in bringing reformation through correctional measures in existing policies.

Background of Virtual Center of Excellence for Social Welfare Administration (CoE-SWA)

APSWDP has a mandate to promote social work as a profession, support social organizations, community-based organizations for the promotion of professionally educated and trained social workers participation in planning, formulation of policies, social work training, monitoring & evaluation, establishing a working relationship between social work scholars, statesman administrators and corporate leaders in the country and evolving its institution in future. Thus, APWDP has conceived a knowledge resource center in the form of initially a 'Virtual Center of Excellence for Social Welfare Administration' on the occasion of World Social World Day 2021 and started its functioning since 30 April 2021.

Objectives: The following objectives of the Virtual Center of Excellence for Social Welfare Administration are:

- meet an enormous unmet need of social welfare, social development, NGO/CSO/CBO/NPO sector, and the society at large that can be met through capacity building, training and capability development of human resources engaged in the Social Sector.
- nurture experts who are skilled and trained on various aspects of Social Development, Welfare and Professional Social Work and others.
- have a long term focus on building competitiveness in the centre and in their stakeholders.

Professional Services: The Virtual Center of Excellence for Social Welfare Administration, catalyse and enable to create and sustain capabilities and competitiveness of organizations with a view to impacting the Indian society through training, consulting, advice and research to the social work sector, various Governments in India and overseas. APSWDP Virtual Centre of Excellence for Social Welfare Administration provides special advisory services that can benefit an organization in the public or private sector (Social enterprises, government departments, Educational Institutions and NGOs).

These centre of excellence provide Specialised Services to build Social Leadership, Strategy for Sustainability, adopt world-class practices in Social Welfare and ICTs and help to benchmark for Professional Excellence.

Areas of Work: The Center of Excellence will work on the following segment-

- NGO Administration and Management
- Community Development
- Sustainable Development
- Social Welfare Administration
- Research and Innovation in Social Work Practice and Development
- Corporate Social Responsibility (CSR)

Certificate in NGO Administration and Management (CNAM)

Programme Overview: This programme has been developed by the 'Virtual Center of Excellence for Social Welfare Administration' under the aegis of the Association of Professional Social Workers and Development Practitioners (APWDP). The main objective of this programme is to advocate for action on Professional Social Workers, strengthening and building the capacity of NGOs and Civil Society organizations.

The other **objectives** of this programme are:

- To provide elementary administrative and managerial concepts to NGO functionaries, programme staff and outreach workers:
- To help and enhance the professional skills of end-users at various levels of administration and management.
- To build the capacity of NGO functionaries of developing a project proposal, grant opportunities etc.

Programme structure: The programme consists of the following four courses covering wider areas of NGOs -

- CNAM-001 Introduction to NGO administration and management
- CNAM-002 Administrative and Management Functions
- CNAM-003 Project Management
- CNAM-004 Project Work

Course structure: The following is the course structure of the programme:-

Course Code	Course Name	Sessions (in hours)
CNAM-001	Introduction to NGO administration and management About organization, classification of organizations and Non-Government Organizations (NGOs). Concept, Functions and Legal Instruments in establishment of a NGO. Overview of Societies Registrations Act, Trust Act and Companies Act. Administration and Management of Non-Government Organizations (NGOs) Framing Memorandum of Association and Bye Laws Affiliations and Memberships of Mother NGOs and Federation for visibility.	1 Credit = 30 hours 2 credits
	Charitable Endowment Act, Income Tax Act, 1961 Tax Relief & Exemptions and FCRA.	

CNAM-002	Administrative and Management Functions	2 credits
	Social Welfare Administration	
	Professional Administrative and Management	
	Skills – Negotiations, Ethical Lobbying,	
	Networking, Advocacy, Communication, Goal	
	Driven, Analytical, Social Media Management etc.	
	Engaging Volunteers and Volunteer Management.	
	NGO Leadership and Governance	
	Building and Leading a Team: Team Management.	
	Human Resource Management (HRM)	
	Framing various NGO Policies, Staffing Norms and	
	Salaries	
	Capacity Building and Training of Staff	
	Co-ordinating and Funding Agencies	
	Schemes for NGOs under the Government of	
	India and other government agencies.	
	Code of Ethics and Accountability	
CNAM-003	Project Management	2 credits
	Understanding Project Management, Planning	
	and Developing Project.	
	Project Development Areas	
	Fundraising and Grant Seeking Project Proposals	
	Connecting CSR	
	Project Monitoring and Evaluation	
	Internal Social Auditing Mechanism	
	Impact Assessment and Documentation of	
	Reports	
CNAM-004	Project Work	4 credits
	Project Work on chosen areas in any recognized	
	and established NGOs under guidance of	
	supervisor.	

Duration and Methodology: The programme will be of three months duration and comprised of following mode of delivery:

- Virtual lectures and presentations by experts in relevant fields,
- practical exercises and group discussions
- individual presentations
- independent field visits in the local vicinity
- project

Mode of Language: The medium of instruction is Hindi and English.

Target audience: This programme is mainly open to NGO promoters, key functionaries, officials, other related personnel staff and students aspirating to start career in NGOs or looking to start a NGO.

Teaching Team (Guest Faculty, Experts, and Development Practitioners): This programme will be delivered by engaging university faculties, guest faculties from other eminent institutions, experts from various International, National and Local NGOs and development practitioners engaged in international and national government agencies, private sector, CSR funding agencies etc.

Eligibility: Bachelor's Degree (Social Work, Management and others) or 10+2 / BPP (IGNOU) along with 3 years' experience of working in any NGO.

Certification: Virtual Centre of Excellence for Social Welfare Administration, Association of Professional Social Workers and Development Practitioners (APSWDP).

Post Box. 363, Post Office, Sec-11.D, Chandigarh-160011, E-mail: apswdp@gmail.com, Phone: +91 7087060356 www.apswdp.org







